


HOW TO PROPOSE A NEW DUAL PROGRAM OPTION IN CIM PROGRAMS

Step 1. Find the undergraduate program record in CIM and select “Edit Program”.

To do this, login to [CIM Programs](#) using your UofL Single Sign On credentials (uLink userID and password). Once you have logged in, select a word that you know is in the program title (for example, “urban”) and search for that term using the asterisk (wildcard) on either side of the word (*urban*). This will bring up every program record with that word in the title, then select the specific program you would like to edit from the list below. Select the row with the appropriate program (in this example, Urban Planning MUP) and click on the green Edit Program button that will appear below the search box once the row is highlighted.


Help

Program Management

Search, edit, add, and inactivate programs.
Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with “MATH”, *MATH everything that ends with “MATH”, and *MATH* everything that contains “MATH”. The system searches the Program Code, Title, Workflow step and CIM Status.
Quick Searches provides a list of predefined search categories to use.

History
- OR -

Quick Searches... ▾

Program Code	Program Name	College	Workflow	Status
173	Urban and Regional Analysis (Minor)	College of Arts and Sciences		
344	Urban and Public Affairs (PhD)	College of Arts and Sciences		
345	Urban Planning (MUP)	College of Arts and Sciences		
87	Urban Studies (BS)	College of Arts and Sciences		

Viewing: 345 : Urban Planning (MUP)

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Catalog Pages Using

History

1. Oct 5, 2022 by clmig-jwillging
2. May 3, 2023 by

Step 2. Proceed through the form to begin filling out required fields on the form.

Proceed through the form and answer all required questions (noted with a red outline around the response field). It is especially important to select the appropriate proposed start term and effective catalog edition. In the description of and reason for change field, be sure to indicate that you are proposing a new dual degree option and provide your reasoning, then explain in the field below what impact the new dual option will have (if any) on faculty, student enrollment, and finances. These fields are important for workflow reviewers and program advisors to be able to see a quick at-a-glance summary of the changes. Sample answers are provided below.

Description of Change Requested

Proposing a dual Master of Urban Planning (MUP) and Master of Engineering (MEng) in Civil Engineering option for students interested in having a strong educational foundation that spans the intersection of conceptual/policy and technical/scientific elements of urban planning & design.

Please upload any supporting documentation (e.g., curriculum committee approval motions, department memos, program sheets, etc.).

Attach File

Uploaded Files:

Files To Be Uploaded:

Provide a brief rationale for the change that addresses the impact on faculty, student enrollment, financial resources, and any other university programs or units.

The dual option should appeal to students whose interests span both policy and technical elements of urban planning & design and will provide a competitive edge for the university to retain those who have completed undergraduate degrees in Urban Studies and/or Civil Engineering. Because both degree programs are already offered separately and some curricular elements cross both programs, no additional faculty or financial resources will be required.

Step 3. Indicate and provide more information about the proposed dual degree option.

After answering other required fields on the form, proceed down to the “Are you” field that provides checkboxes to indicate the types of changes you are making to the program record. After checking the last box to indicate that you are proposing a dual degree option, complete the field that appears below to provide more information about the number of credits shared between the two degrees in the dual option. If you are proposing an accelerated or 3+3 option that spans two departments or colleges, you will need to provide documentation of approval from the appropriate governance processes from each department/unit. You can upload supporting documentation using the green “Attach File” button pictured in the screenshot in Step 2.

Are you:



- Reviewing catalog content only for catalog editing cycle, making no changes to admission or curriculum?
- Editing an existing program, including changes to an existing minor, major, track, concentration, specialization and/or certificate?
- Proposing a new track, concentration, or specialization within the program?
- Suspending/closing an existing track, concentration, specialization, or accelerated or dual option?
- Proposing a new accelerated bachelor-master or 3+3 law option with another existing UofL program? (Please note that these proposals must be submitted by editing the undergraduate program record and you MUST attach documentation of approval from representatives of both degree programs in the agreement unless housed in the same academic unit and department.)
- Proposing a new dual degree option with another existing UofL degree or certificate program? (Please note that proposals for dual programs should be submitted on both program records and will NOT be approved without documentation of unit approval within the workflow on both program records.)

Provide information about the proposed dual degree option in the field below. Please note that proposals for dual degrees at the graduate level requiring less than 60 combined credit hours to complete must provide a justification for the credit hour requirement under SACSCOC Standard 9.2.

The MUP requires 42 credits as a stand-alone degree. The MEng in Civil Engineering requires 30 credits as a stand-alone degree. Earning both degrees separately would require 72 total credits, but the dual credit option will allow students to complete both degrees with a total of 63 combined credit hours. Nine (9) credits of capstone and elective coursework will be eligible to be shared across the degrees with approval from both program's faculty advisors. Please see attached curriculum requirements and a sample student curriculum to satisfy requirements to earn both degrees. A Combination Degree Proposal form is also attached.

Important note: Proposals for dual degree programs MUST be submitted on both program records (in this example, on the Master of Urban Planning record and on the Master of Engineering in Civil Engineering record) and will not be approved without documentation of unit approval within the workflow on both program records.

Step 4. Attach supporting documentation with information about the proposed dual option's required courses and shared credits.

Submit your proposed curriculum and the Combination Degree Proposal form (included at the end of this guide) as separate attachments using the Attach File option visible in Step 2. A separate Dual Option catalog tab will be developed and published to the catalog after approval through the CIM Programs workflow. The dual option catalog tab will be created as shared content, so representatives from both programs in the combination degree will have to review and approve any changes to curriculum requirements for completing the dual option in future catalog cycles.

Step 5. Finish your edits and start workflow.

When you are done uploading the attachments to support the new dual degree option and you have completed all other required fields, scroll to the very bottom of the form. If you need to come back later to finish working on these or other changes, click the grey Save Changes button. Otherwise, click on the green Start Workflow button to submit your proposed changes for review. Once you have started the workflow, you can return to the main CIM Programs site to search for the proposal's status by referring to the instructions in Step 1 of this guide. Once the proposal is in workflow, the workflow status will appear in the place of the green Edit Program button referenced in Step 1.

Cancel

Save Changes

Start Workflow

Combination Degree/Certificate Proposal

INSTRUCTIONS

Combination degrees include both dual degrees (i.e., two degrees/credentials awarded at the same academic level) and accelerated programs or completion pathways (i.e., two degrees/credentials awarded at different academic levels). The Graduate School, Vice Provost for Undergraduate Education, and/or the Vice Provost for Assessment and University Decision Support/Analytics (who also serves as the SACSCOC liaison) reviews this proposal to ensure that it complies with all UofL academic policies and SACSCOC standards and policies regarding program length, quality, integrity, and rigor.

TYPE OF COMBINATION DEGREE/CERTIFICATE AND ACADEMIC PROGRAMS BEING COMBINED

- Accelerated Degree / Completion Pathway¹ Dual Degree²

¹ Two degrees/credentials awarded at different academic levels (e.g., a bachelor’s degree and a master’s degree)

² Two degrees/credentials awarded at the same academic level (e.g., two master’s degrees)

Academic Program 1: _____

Academic Program 2: _____

PROGRAM LENGTH

Academic Program 1		Unique Credit Hours³	
Academic Program 2		Unique Credit Hours⁴	
Shared Credit Hours Between Both Academic Programs⁵			
Total Credit Hours to Receive Both Credentials			

1. Explain why the combination degree at the proposed number of total credit hours is appropriate given your academic field(s) of study (e.g., benchmark with other institutions, guidelines from your program-level accreditors, etc.).

QUALITY, INTEGRITY, AND RIGOR OF THE ACADEMIC PROGRAMS

1. Explain how the proposed curriculum for the combination degree/certificate maintains the quality, integrity, and rigor of the individual academic programs.
 - a. These are the terms used by SACSCOC, and they do not provide operational definitions. UofL interprets these terms as follows:
 - i. **Quality:** The depth of the learning provided is consistent with the norms of the academic field(s) of study and appropriate for the bestowal of an academic credential at the identified academic level(s) in the field(s) of study.
 - ii. **Integrity:** The breadth of the learning provided (i.e., content coverage) is consistent with the norms of the academic field(s) of study and appropriate for the bestowal of an academic credential at the identified academic level(s) in the field(s) of study. Additionally, the learning outcomes for the combination degree/certificate are equivalent to the learning outcomes for the standalone degree/credential.
 - iii. **Rigor:** The student is required to demonstrate appropriate mastery and sustained engagement with the discipline, and the expectations are increasingly advanced commensurate with the academic level at which the credential is awarded (e.g., master's level work is progressively more advanced than bachelor's degree work; bachelors level work is progressively more advanced than a certificate program; etc.).
Note: Concerns with rigor are particularly important for graduate degrees/certificates for accelerated degree/completion pathways.

Ensure you directly address all three prongs (i.e., quality, integrity, and rigor) in your response.